TERM SUMMARY

This instruction guide will walk you through how to view a Term Summary via the Student Services Center.
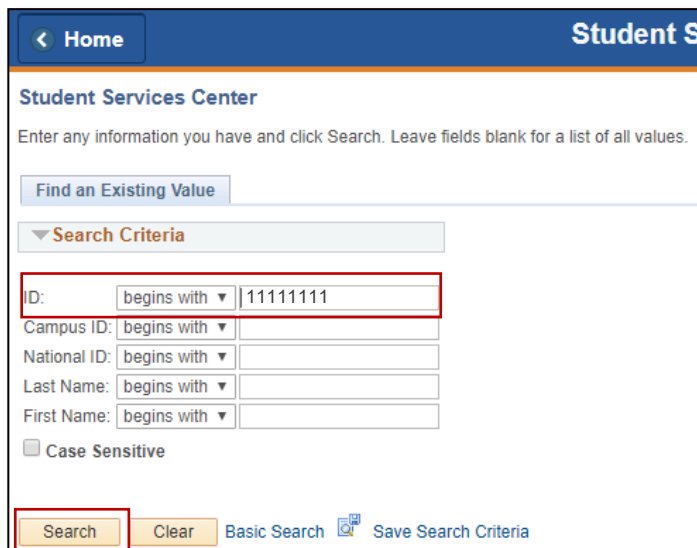
NAVIGATION

Use the following navigation to navigate to the Student Services Center:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Campus Community**
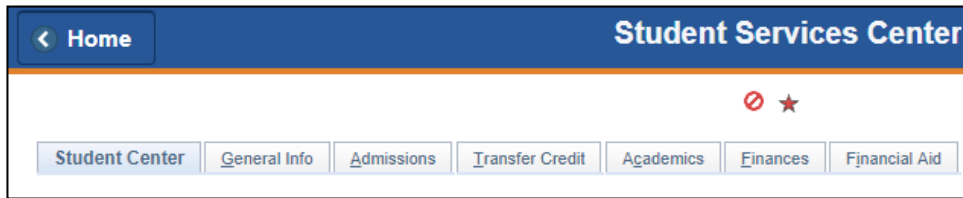5. Click **Student Services Center**

PROCESS

Use the following steps to add a student to the Class Permissions list:
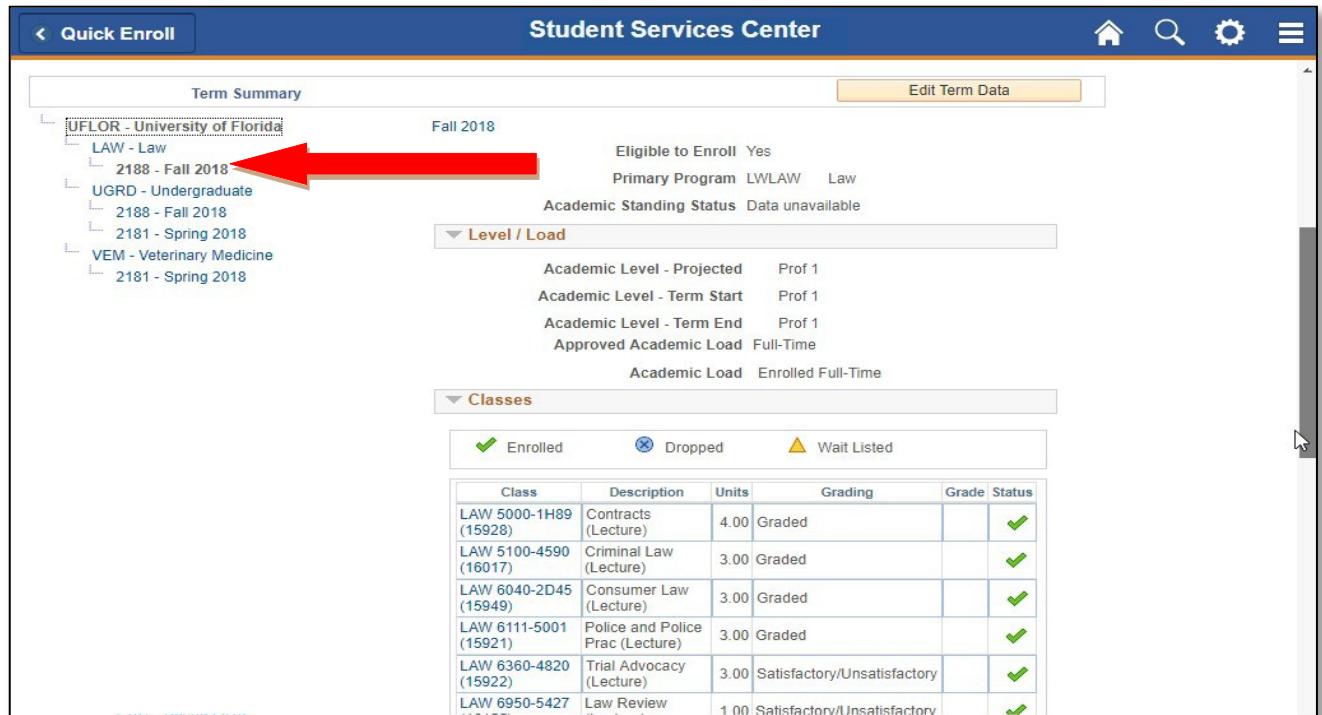
1. Enter the student's UFID in the **ID** field
2. Click the **Search** button

3. Click the **Academics** tab

4. **Scroll** down to view the Term Summary

Note:

Check to see if students are term activated (set up for a term of registration), in the correct career. In the above example, the student is term activated for 2188 under the Law career. This is especially important for concurrent/joint degree seeking students.

5. You can also view the total units in progress on this page

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu